



***State of Louisiana***  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

February 17, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-52

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Agency Requested Payables Paycode & EXCEL Updates

In preparation for conversion to the new ISIS HR system, OSUP is requesting that you review your current Agency Requested Payables Payee Code Listing (attached) for payees that are no longer needed by your agency. A list of payee codes that can be deleted should be submitted to the Accounting and Analysis Unit at the address below or by fax at (225) 219-4432. An updated Payee Code Listing will be forwarded to you after these deletions have been completed. These paycodes will be assigned "CAN BE USED" on the revised listing. Please use these paycodes first to assign to NEW paycodes.

Any agency that is currently utilizing the most current version of the EXCEL file is responsible for updating the Master Paycodes sheet after receipt of the updated Paycode Listing distributed by OSUP. Prior to adding a NEW payee to the EXCEL Master Paycodes sheet, highlight column A on that sheet. Select FORMAT, CELLS and then TEXT. You should not have any problems with the new paycodes after this fix.

For those agencies that have the EXCEL file with the Check Request sheet with a revision date of 01/03/00, please contact Angel Vernon at (225) 342-0717 for a walk through of an update to a formula. This update will allow the agency to copy the Check Request sheet to create an individual sheet for each payee while continuing to infer the payee name & address information.

If you have any questions about the payables process, please contact Wendy Senft at (225) 342-5362. If you have any questions in reference to the Agency Requested Payables EXCEL file or wish to request an updated file, please contact Angel.

RSM:ACV:kmb

Attachment